

Quantity Report
Manpower *30 June 1964*
 Good morning ladies and gentlemen - welcome to our Forms Management Work Shop. *- TIME*

This work shop today is one of a series that the Records Administration Staff has prepared and presented for Agency officials in the last several years. Most of you recall that we have presented workshops on Vital Records, Records Centers, Filing and Shelf Filing.

All of these work shops have been well received and several hundred Agency personnel have participated in them. Some of them have been most complimentary about our products. As a matter of fact now presents the Vital Records Work Shop as a part of the GSA Records Management Seminar STAT for Federal Records Officers about 4 times per year.

This work shop on Forms Management has been developed especially for you - a lot of thought and work has gone in to its preparation to give you a tool that will help you to get your forms management job done easier. It would have been relatively easy for us to *arrange for GSA to come in and present their* sit back and consider our job as *work shop and for us* complete. However we want to give you something that is closer to home and assist you in carrying out the decentralized concept of records management that the DDS emphasized in 1961.

Actually, we have used GSA as training medium in a number of ways - Some of you have attended their forms design and analysis work shops - these are excellent and we expect to take advantage of them frequently. In 1961 we had GSA present their work shop on forms management to all Agency Records Officers and had them in for an Office of Security program. These, too, were very successful.

Sometimes I am told that we do not get sufficient backing for our forms program. Backing means support. To get support, we must give support. The fruits of *Forms* ~~Forms~~ management are not the forms numbered, designed, consolidated, Approved For Release 2005/08/16 : CIA-RDP70-00211R000500130003-8

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or eliminated. Neither are they really found in reduced printing costs or fine functional file schemes. These are but worthwhile by-products. True accomplishments in forms management are guaged strictly by the effectiveness of the program in which the forms play a part. This is what concerns top management, not the forms themselves. Less window dressing and more real results will bring the full support of most top administrators.

To acheive results, we must make full use of the team concept. You are one part of the team, your operating offices are team members and we are a member of the team too. All of us need to work together to accomplish real results.

This work lasts about two hours - we will have a coffee break about the

half way point

Paul's New Baby

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All of you know [] - Here he is.

STAT